



REPLY TO  
ATTENTION OF

DEPARTMENT OF DEFENSE  
UNITED STATES SOUTHERN COMMAND  
3511 NW 91ST AVENUE  
MIAMI, FL 33172-1217

SCCS

9 September 2002

POLICY MEMORANDUM 9-02

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USSOUTHCOM Policy for Use of Military Aircraft

1. References:

a. Department of Defense Directive 4500.56, 2 March 1997, subject: DoD Policy on the Use of Government Aircraft and Air Travel.

b. Invitational Travel Order Approval Quick Reference.

2. Reference (a) establishes the DoD policy on the use of military aircraft (MILAIR) and requires DoD senior officials and airlift authorizing officials to limit travel on MILAIR. In accordance with reference (a), this memorandum establishes USSOUTHCOM policy on the use of MILAIR for USSOUTHCOM personnel. This memorandum applies to all personnel assigned to USSOUTHCOM and components. This memorandum supersedes the previous memorandum, same subject, dated 26 September 1994.

3. The Commander, USSOUTHCOM, has designated the Deputy Commander or the Chief of Staff in the Deputy's absence, as the travel-authorizing official for MILAIR requests within USSOUTHCOM. All MILAIR requests must be thoroughly screened in accordance with references (a) and (b) to ensure the mission represents essential, appropriate, and prudent use of DoD funds and assets. Routine travel will normally be accomplished by commercial transportation rather than MILAIR. Authorized categories of travel are summarized below:

a. Required Use Travel (Official). By direction of the Secretary of Defense, the Commander, U.S. Southern Command, in the execution of his duties and responsibilities, is the only person authorized to use MILAIR at all times.

b. Other Official Travel. Travel normally accomplished using commercial transportation for the conduct of DoD official business. *Other Official Travel* may include travel to deliver speeches, attend conferences or meetings, make site visits to facilities, execute permanent change of station, and other similar activities. MILAIR shall not be used for *Other Official Travel* if commercial air service (including charter) is reasonably available (i.e., commercial air service (COMAIR) is available to effectively fulfill the mission requirements and meets the traveler's departure and arrival requirements). Normally, MILAIR will only be used when highly unusual

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circumstances present a force protection threat, an emergency exists, use of Government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. The Air Mobility Command chartered passenger flight, which is more cost effective to the Government, will be utilized to the maximum extent possible. Screening criteria used to compare COMAIR vs. MILAIR is outlined in reference (a).

c. UNOFFICIAL TRAVEL. Travel by a family member, non-DoD civilian, or non-Federal traveler only when accompanying a senior DoD or other Federal official who is traveling on a military aircraft on official business. A senior DoD official is defined as a General or Flag Officer, a civilian employee of the Senior Executive Service, or equivalent, and a higher level Government employee. As a general rule, family members may not accompany their DoD sponsors who are traveling on official business. Within USSOUTHCOM, however, the Commander may approve a family member's travel when there is an unquestionably official function in which the family member will actually participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. Within USSOUTHCOM, such participation is generally limited to the Commander's spouse. Travel is allowed on a mission non-interference basis only and must be approved by the Commander and supported with invitational travel orders, which shall normally authorize transportation cost reimbursement only under the JFTR, Volume 1, paragraph U7700, and the JTR, Volume 2, paragraph C6000. Four star Generals/Flag Officers may approve such travel for their spouses and the spouses of those personnel under their command and shall personally sign Invitational Travel Orders (ITOs) designating such approval. "Blanket" ITOs for spouses travel may not be issued. Criteria for authorizing family member travel must be applied, met, and authorized each time a family member is invited to travel at U.S. Government expense.

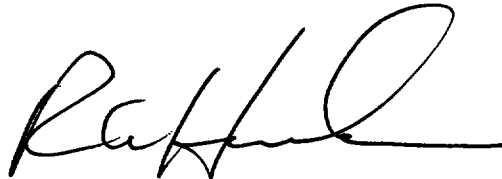
4. When the Commander executes official travel, he travels aboard a Transportation Command (TRANSCOM) provided aircraft located at MacDill AFB. Prior to official travel, the Commander's executive officer will identify any available excess space to the aircraft commander at MacDill AFB, subject to security and mission considerations. The aircraft commander will make the final determination on availability and report the number of seats released for space available passengers to the AMC terminal at MacDill AFB. The AMC terminal will verify eligibility and manifest personnel desiring to initiate space available travel at MacDill AFB. The aircraft commander will manage space available travel issues, verify eligibility, and manifest personnel desiring to initiate space available travel from Miami and beyond. Space available passengers traveling aboard the Commander's aircraft are responsible for all travel contingencies due to the possibility of changes to the Commander's itinerary enroute.

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5. This memorandum is designed to prevent misuse of transportation resources and to avoid adverse public perceptions. U.S. Southern Command use of MILAIR must comply with reference (a) and this memorandum. U.S. Southern Command Director of Logistics is the point of contact for any clarification on this policy related to the use of MILAIR.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'R. A. Huck', with a large, stylized loop at the end.

R.A. HUCK

2 Encls

1. DoD Directive 4500.56    Brigadier General, U.S. Marine Corps
  2. ITO Approval Quick    Chief of Staff, U.S. Southern Command
- Reference

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# INVITATIONAL TRAVEL ORDERS QUICK REFERENCE SHEET

SITUATION	APPROVAL AUTHORITY	REFERENCE
Congressperson or Congressional staffer (reimbursable)	DCINC	DoD 4515.13R, pg 10-2, para 10(D)4
Customs Service employees on official DoD business (reimbursable)	DCINC	DoD 4515.13R, pg 2-10, para 2(B)5c
Disaster relief - aeromedical transportation - if loss of limb, sight, or life is threatened; transport authorized to nearest medical facility	Local commander	DoD 4515.13R, pg 5-3, para 5(C)2
Foreign nationals participating in tactical operations or exercises with US troops or advisors in SOUTHCOM AOR	DCINC	DoD 4515.13R, pg 10-5, para 10(G)2; pg 2-11, para 2(B)8
Government contractors performing official duties	DCINC	DoD 4515.13R, pg 2-12, para 2(B)9
Media representatives traveling within AOR (reimbursable)	DCINC for local travel. Component commanders for non-local travel.	DoD 4515.13R, pg 3-2, para 3(C)2
Red Cross employee (reimbursable)	DCINC	DoD 4515.13R, pg 2-10, para 2(B)6
Spouse of CINC	CINCSO	DoD 4515.13R, pg 2-8, para 2(B)3c(1); DoD 4500.56, Encl. 2, para E2.5
Spouses of DoD members other than the CINC	CINCSO	DoD 4515.13R, pg 2-8, para 2(B)3c(1); DoD 4500.56, Encl. 2, para E2.5
U.S. Ambassador traveling within AOR at invitation of CINCSOUTH	DCINC	DoD 4515.13R, pg 10-5, para 10(G)1